



DEPARTMENT OF THE ARMY

HEADQUARTERS FORT MONROE  
102 MCNAIR DRIVE  
FORT MONROE, VIRGINIA 23651-1047

REPLY TO  
ATTENTION OF

IMNE-MNR-ZA

07 SEP 2005

MEMORANDUM FOR Mr. Paul A. Heilman, Director of Morale Welfare and Recreation, Headquarters Fort Monroe, Fort Monroe, Virginia 23651

SUBJECT: Delegation of Approval Authority for Civilian Awards

1. Reference, US Army Installation Management Agency Policy # 16, Military and Civilian Awards Policy.
2. The Superior Accomplishment Awards Matrix of Reference gives Garrison Commanders the authority to re-delegate approval authority for civilian awards.
3. In accordance with this Reference you have the authority to approve the following awards:

Special Act or Service Award - up to \$1,000

On-the-Spot Award - up to \$500

Time Off Awards - up to 40 hours for a single contribution;  
up to 80 hours for one leave year

Performance Award - up to 10% of basic pay

4. You may not re-delegate this authority to subordinate supervisors unless they are acting in your position when you are absent for an extended period of time.

JASON T. EVANS  
Colonel, Adjutant General  
Commanding